

EMERGENCY SUPPORT FUNCTION 7 RESOURCE SUPPORT

PRIMARY AGENCY: Department of General Administration (GA)

SUPPORT AGENCIES:

Department of Agriculture
Department of Corrections
Department of Health
Department of Information Services
Department of Labor and Industries
Department of Licensing
Military Department

- Emergency Management Division
- National Guard

Department of Natural Resources
Washington State Patrol
Department of Personnel
Department of Retirement Systems
Department of Transportation
Office of Financial Management
Office of the State Treasurer
Parks and Recreation Commission
All Other State Agencies
American Red Cross
Volunteer Organizations

I. INTRODUCTION

A. Purpose

The purpose of this Emergency Support Function (ESF) is to provide resource support following an emergency or disaster.

B. Scope

Resource support is triggered when other ESF, state, Tribal and local governments have exhausted their supplies and capacity for the provision of services, personnel and commodities during the response and recovery phases of an emergency or disaster. This may include emergency relief supplies, office equipment, office supplies, facilities, transportation services, and personnel required to support emergency activities.

GA's role is to coordinate the acquisition of resources as deemed necessary by the Logistics Section of the State Emergency Operations Section.

II. POLICIES

The Department of General Administration (GA), Military Department and other support agencies will operate under existing authorities and regulations.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

A significant emergency or disaster will severely damage and may limit access to the resource infrastructure as we know it today.

See the *Comprehensive Emergency Management Plan* (CEMP) – Basic Plan and the *Hazard Identification and Vulnerability Assessment* (HIVA).

B. Planning Assumptions

1. The state's ability to support response to the emergency or disaster will be severely impacted.
2. Forms of communications may be severely interrupted during the early phases of an emergency or disaster.
3. Transportation to affected areas may be interrupted due to damage to roads, bridges, airports, and other transportation means.
4. Following an emergency or disaster, there may be a need to provide resources, goods, and services to the affected areas.
5. If donated goods and services are provided to the state, the Washington State Military Department, Emergency Management Division (EMD), is responsible to manage these, as part of ESF 7, Appendix 1, Donated Goods and Services Management Plan.
6. Management of resource support is highly situational, requiring flexibility and adaptability.
7. The lead agency (GA) has no emergency budget, no contingency fund and no assigned emergency management staff.
8. State agencies, other ESF leads and local jurisdictions will expend all available resources prior to seeking assistance through the state Emergency Operation Center (EOC), and ESF 7.

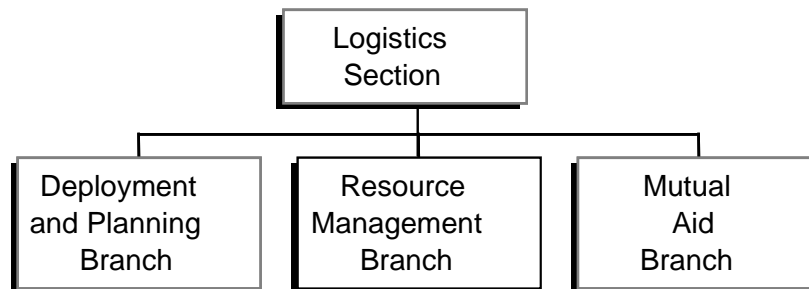
IV. CONCEPT OF OPERATIONS

A. General

1. This ESF will be implemented upon notification of an impending or occurring major emergency or disaster. Implementation of this ESF will activate its support agencies as needed to support all other active ESF's.
2. Actions undertaken by this ESF will be coordinated with local jurisdiction emergency managers, state agencies, and other ESF leads who will expend all available resources prior to seeking assistance through the state EOC.

B. Organization

1. The Logistics Chief in the state Emergency Operations Center will coordinate and direct this ESF, with the support of GA. GA will operate the Resource Management Branch of the Logistics Section, reporting to the Logistics Section Chief in the state Emergency Operations Center (EOC).
2. EMD is responsible for coordinating the management and logistical support of donated goods, services and funds as part of ESF 7, Appendix 1, Donated Goods and Services Management Plan.



C. Procedures

1. All resource requests will be received and processed through the state Emergency Operations Center (EOC).
2. All state ESF leaders and local government will exhaust local resources before requesting resource support from ESF 7.
3. Resource requests will be evaluated by the Resource Coordination Group in the Resource Management Branch of the Logistics Section of the state EOC. The Resource Tracking Unit will assign the mission to the proper agency or division for task completion. It will be the responsibility of the coordinator to track the status of mission requests from assignment to completion.
3. Existing agency procedures for purchasing during an emergency or disaster will be followed in accordance with RCW 43.19.200.
4. Any state agency or division of any state agency tasked by the Resource Coordination Group will consider it the top statewide priority they have for resources not directed to another ESF.

D. Mitigation Activities**1. Primary Agencies****Washington State Department of General Administration**

- a. Works with the State Logistics Program Manager and support agencies to establish and review departmental roles and responsibilities for preparedness, and with the State EOC Logistics Section Chief for providing resource support during the response and recovery phases of an emergency or disaster.
- b. Participates in emergency management ESF 7 training at the local jurisdiction, state, and federal levels.
- c. Maintains an inventory of state owned and leased facilities.

2. Support Agencies

All state agencies, boards and commissions, American Red Cross and volunteer organizations, and the private sector, will accomplish the following tasks:

Develop an agency Comprehensive Emergency Management Plan (CEMP) that includes:

- a. Identification of resources that can be provided to local jurisdictions and state agencies during response and recovery phases of an emergency or disaster event.

Develop a needs assessment for internal and external resources identifying, at minimum, the following:

- a. Essential personnel and staffing for internal and external support requirements.
- b. Emergency supplies needed for personnel.
- c. Essential records, equipment, and office supply needs.
- d. Essential office space requirements.
- e. Potential liability issues and appropriate insurance levels to state agencies.
- f. Additional transportation requirements in support of an emergency or disaster.
- g. Prioritized internal activities that may require ESF 7 assistance in an emergency or disaster.

E. Preparedness Activities**1. Primary Agency****Washington State Department of General Administration**

- a. Maintains state goods and services contracts, vendor lists and contact information in a variety of formats in multiple locations.
- b. Provides primary and alternate staff for the role of Resource Management Branch Director. Should provide sufficient depth to insure the role is always filled in any type event.
- c. Participates in emergency management training, drills, and exercises as necessary.
- d. Develops procedures to expedite emergency leasing and utilization of state-owned or state-leased facilities in emergency circumstances.

2. Support Agencies**All state agencies, boards and commissions, American Red Cross and volunteer organizations**

- a. Participate in emergency management training, drills, and exercises.
- b. Identify, develop, and prioritize an inventory list for essential agency resource requirements (business resumption, other ESF roles, and resources available to ESF 7) in an emergency or disaster.
- c. Provide inventory lists to the EMD Logistics Program Manager periodically (with other CEMP updates).

F. Response Activities**1. Primary Agency****Washington State Department of General Administration**

The role of this ESF is to provide secondary resource support to other state ESF and local government coordinators when their primary resources are exhausted. This is a facilitation and coordination role.

- a. Staff state EOC Logistics Section Resource Coordinator role. Maintain contact as necessary with GA emergency operations in Olympia.
- c. Provide information to state and local procurement and emergency management staff on how and where to obtain goods and services.
- d. When other ESF or local government resources are exhausted, fill resource requests that are logged into the Resource Management Unit of the state EOC Logistics Section. Any acquisition made by ESF 7 will be coded for later payment as designated by the Logistics Section Chief.
- e. Coordinate relocation of state-owned offices and facilities under the GA's control, and acquisition of new space as necessary. Assists with relocation of leased state office buildings and facilities not under the GA's control if resources permit.
- f. Utilize GA internal resources that may be available in Governor declared emergencies include:
 - 1. Motor Pool vehicles,
 - 2. GA warehouses and limited trucking capacity,
 - 3. Expertise to assist in coordination of donated,
 - 4. Expertise on acquisition of goods and services, and
 - 5. Expertise on facilities use and acquisition.

Out of scope for ESF 7:

- a. Primary emergency resource support for state and local government.
- b. Staffing statewide activities beyond Resource Management lead; and as needed resource coordination

role. If GA director suspends business resumption plans, GA staff may be available for emergency assignments.

- c. Funding emergency acquisitions. Any order for resources placed with the state EOC Logistics Section that cannot be filled with existing state resources must have a funding mechanism at the time the resource unit places the order.

2. Support Agencies

All Support Agencies – General

Provide supplemental resources to local jurisdictions and state agencies to assist in the response phase of emergency or disaster operations, as requested by the Resource Management Branch of the state EOC.

- a. **Washington State Department of Agriculture**
 - (1) Provides personnel and equipment for emergency or disaster work in support of this ESF.
- b. **Washington State Department of Corrections**
 - (1) Provides minimum-security inmate personnel for emergency or disaster work.
 - (2) Provides correction facilities, as possible.
- c. **Washington State Department of Labor and Industries**
 - (1) Assures that any site selection and personnel areas meet state work place safety standards in support of this ESF.
 - (2) Assures that work site conditions are in compliance with state standards.
 - (3) Provides a Safety Officer at all State Staging Areas.

d. **Washington State Military Department**

(1) Emergency Management Division

- (a) Assign missions in support of emergencies or disasters.
- (b) Provide communications links and hot lines for the Resource Management Branch as requested.
- (c) Provide staffing to the Resource Management Branch in the Logistics Section of the state EOC.
- (d) Manage State Staging Areas as activated by the State Emergency Operations Center.
- (e) Plan, manage and update Appendix I, Donated Goods and Services Management Plan.

(2) National Guard

- (a) Provides available armories, tents, and other equipment, as requested.
- (b) Provides limited air and land transportation for personnel and equipment.

e. **Washington State Department of Natural Resources**

- (1) Provides requested emergency air and ground transportation for emergency personnel, supplies and equipment, when available.
- (2) Provides heavy equipment (bulldozers, trucks, etc.).

f. **Washington State Parks and Recreation Commission**

Makes state park facilities available for emergency or disaster operations.

g. **Washington State Patrol**

Provides road closure information and security for resource movement.

h. **Washington State Department of Transportation**

- (1) Provides information regarding road closures and accessibility to and from disaster area(s).
- (2) Provides transportation route evaluation and resources.
- (3) Provides requested transportation for emergency personnel, supplies and equipment, when available.
- (4) Provides heavy equipment (bulldozers, trucks, etc.) when requested and as available.

i. **Washington State Departments of Health, Information Services, Licensing, Personnel, Office of Financial Management, and the Office of the State Treasurer**

Makes available and provides resource support services, personnel, equipment, technical support services, information, and advisory assistance to local jurisdictions, tribes and state agencies, as requested.

j. **American Red Cross, Volunteer Organizations and Private Sector**

Provide resources to local jurisdictions, tribes and state agencies to assist in the response and recovery phases of emergency or disaster operations.

k. **All Other State Agencies**

Provide supplemental resources to local jurisdictions, tribes and state agencies to assist in the response phase of emergency or disaster operations, as requested by the Resource Management Branch of the state EOC.

G. Recovery Activities**1. Primary Agency****Washington State Department of General Administration**

- a. Continue to support response and recovery transition activities, as required.
- b. Follow appropriate policies and procedures in completing required documentation to justify emergency services, purchases, or expenditures. Insure correct cost coding for any facilities, goods or services obtained by ESF 7 staff from private sector providers.
- c. Revise procedures based on lessons learned from the emergency or disaster.

2. Support Agencies**All state agencies, boards and commissions, American Red Cross and volunteer organizations**

- a. Continue to support response and recovery transition activities, as required.
- b. Revise procedures based on lessons learned from the emergency or disaster.

V. RESPONSIBILITIES**A. Primary Agency****Washington State Department of General Administration**

1. Coordinates required resource support.
2. Maintain lists and contact information for facilities, goods and services provision in a variety of media and locations.

B. Support Agencies**All state agencies, boards and commissions, American Red Cross and volunteer organizations**

1. Support internal agency resource requirements in an emergency or disaster.
- (2) Support any ESF for which the given agency may have primary responsibility.

VI. RESOURCE REQUIREMENTS

- A. Resources required by this ESF will be established in coordination with support agencies.
- B. Resources will be taken from current state stock first, then from commercial vendors.

REFERENCES

- A. RCW 43.19.200
- B. Logistics Standard Operating Guidance (SOG) Draft version November 2005
- C. DRAFT Statewide Staging Area Management Plan
- D. The *National Response Framework* January, 2008

DEFINITIONS AND ACRONYMS

Definitions are per Logistics Standard Operating Guidance.

Acronyms used in this Emergency Support Function document:

Emergency Operations Division	EMD
Department of General Administration	GA
Emergency Operations Center	EOC
Emergency Support Function	ESF
Comprehensive Emergency Management Plan	CEMP
Logistics Standard Operating Guidance	SOG

APPENDIX

Appendix 1, Undesignated Donated Goods and Services Management Plan, written and managed by EMD.(To be produced in 2009)